

LOSS PREVENTION SUBCOMMITTEE
Sept. 24, 2003
MEETING MINUTES

MEMBERS ATTENDING

Gary Andrews	Department of Corrections
Kathy Gastreich	Department of Corrections
Bill Henselman	Department of Transportation
Larry Keller	Department of Ecology
Carole Mathews	Labor & Industries
Jim Smego	Department of Natural Resources

Absent

Andreta Armstrong	Department of Licensing
Linda Ramsey	Military Department
Stephen Simmons	Department of Social and Health Services
Tom Wendel	Office of the Attorney General

Guests

Andrea Brown	Office of Financial Management
David Carr	University of Washington
Teresa Douglas	South Puget Sound Community College
Peter Teets	Department of Licensing

Staff

Jolene Bellows, OFM, Risk Management
Mike Kirkpatrick, OFM, Risk Management

Kathy Gastreich called the meeting to order.
Member and staff introductions.
Minutes of the July 10, 2003, meeting were approved.

LPSC State Vehicle/Driver Recommendations

1A – Statewide Drivers Checklist

- Use as a guideline not a policy.
- Shorten checklist.
- Use checklist for high risk vehicles only.

1-B – Out of State/Country Licenses

- Add valid license definition to current SAAM.
- Change reference on the 15-passenger van form regarding out of state licenses to be consistent with SAAM language and definition for “valid licenses”.

2-A – Authorized Drivers and Passengers

- No restrictions on use of POVs – remove that section.
- Contractors - allow for agency discretion - just be sure contract includes indemnification language.
- Review definition for state drivers and authorized and unauthorized drivers.
- Minimum age to operate a car for business purposes is 18 – check L&I requirements.

3 – Driving Safety Requirements and Safe Driving Practices

- Non-smoking in question – some agencies allow.
- Amend non-prescriptive drugs reference – instead of eliminate drowsiness replace with ability to operate the vehicle.
- Cell phone reference would cause problems – needs rewording.

5-A – Insurance Coverage

- Accident coverage for state drivers section okay.
- Mike has suggestion for other changes to this and other sections. Jolene to coordinate with Mike.

The remaining items listed will be covered at the next meeting:

- #5 - Insurance Coverage and Accident Reporting Policies
- #6 - Orientation/Training Requirements for State Vehicle and POV Drivers
- #7 – Vehicle Purchase, Disposal and Maintenance
- #8 – Agency Responsibilities for State Vehicles/Drivers. Vehicle-related definitions

Next meeting will be Wednesday, October 22, 2003.